

Jordan A. Carter

January 16, 2026

Acme Corporation

RE: Career Change School Principal

Dear Hiring Manager,

I am excited to apply for the Career Change School Principal position at Acme Corporation, as advertised on your website. With a strong commitment to educational excellence and a passion for fostering inclusive learning environments, I believe my experience and vision align perfectly with the goals of your institution. I am eager to bring my leadership skills to a role that emphasizes innovation and adaptability in education.

In my previous role as Assistant Principal at Riverside High School, I led a successful initiative to integrate technology into the classroom, resulting in a 25% increase in student engagement and a 15% improvement in standardized test scores over two years. By collaborating with teachers to develop tailored professional development sessions, I empowered educators to effectively utilize digital tools, enhancing overall learning outcomes and preparing students for the demands of the 21st century. Additionally, I spearheaded a mentorship program aimed at supporting at-risk students, which reduced disciplinary incidents by 30% and improved attendance rates significantly, demonstrating my commitment to fostering a supportive school culture.

I am particularly drawn to this role at Acme Corporation due to its focus on transformative educational practices that meet the diverse needs of students. I am eager to leverage my skills in curriculum development, community engagement, and data-driven decision-making to create an environment where all students can thrive. I would welcome the opportunity to discuss how my background and vision align with the goals of your school. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Carter